

**Ad-Hoc Committee on Best Practices Self-Evaluation/Inreach Working Group Minutes
Tuesday, July 15, 2008 @ 10:00 AM in City Council Chambers, 212 Main Street**

Present: Lias DePiano, Wendy Foxmyn, David Narkewicz

- 1) The working group discussed and developed the following proposed goal for this aspect of the Committee's work: **"To document the ideas, questions, concerns, and information needs of city officials regarding city decision-making"**
- 2) The working group discussed "who" the effort should target and "how" to carry it out. The following groups and methods are proposed:
 - I. Elected Officials: Mayor, City Council, School Committee, City Clerk
 - Seek personal interviews
 - Develop a set of uniform questions to guide the conversations
 - II. Major Department Heads: Planning, DPW, School Dept., Finance Director, etc.
 - Seek personal interviews
 - Develop a set of uniform questions to guide the conversations
 - III. Major Boards and Committees: Planning Board, Zoning Board, Conservation Commission, Board of Health, etc.
 - Develop a self-review form following meeting review template
 - Attend key board/committee meetings to discuss self-review
 - Send form to all other boards and ask them to complete
 - IV. All other city officials and employees
 - Make self-review forms available
 - Option for a personal interview if requested
 - Consider a lunch meeting to invite participation
- 3) The working group reviewed the Committee's existing Meeting Review Form and discussed a series of modifications and new questions to create a self-evaluation form.
- 4) The working group discussed a timetable for completing this self-evaluation/inreach phase of the Committee's work and proposes a completion date of Monday, October 6th.
- 5) The working group agreed to present its recommendations to the full Committee at its upcoming July 24th meeting. Lisa and Wendy will co-present (David will be absent).
- 6) The following tasks were assigned:

David	Lisa	Wendy
<ul style="list-style-type: none">- compose and circulate meeting minutes- create a draft self-evaluation form for committees	<ul style="list-style-type: none">- create a set of draft interview questions for department heads- co-report recommendations to Committee at next meeting	<ul style="list-style-type: none">- create a set of draft interview questions for elected officials- draft e-mail to all city officials introducing effort- contact BP candidates Peter Hirschman and Kevin Lake to possibly engage in this project.

- 7) The working group meeting adjourned at 11:00 AM. Minutes respectfully submitted by David Narkewicz